

**What's New for FY 2018**  
**FY 2018 Residential Child Care/Child Placement Agency Budget Filings**

**WHAT'S NEW:**

CHANGES HAVE BEEN MADE TO THE INSTRUCTIONS AND BUDGET DOCUMENTS.  
PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING FORMS.

PLEASE SUBMIT A COPY OF YOUR FY 2016 ANNUAL AUDITED FINANCIAL STATEMENT  
WITH YOUR BUDGET SUBMISSION.

BUDGET DOCUMENTS HAVE BEEN UPDATED: CATEGORIES TO ALLOCATE EXPENSES  
ACROSS HAVE BEEN CHANGED. FACILITY SUPPORT COSTS HAVE BEEN MOVED FROM  
THE DIRECT CHILD SERVICES ALLOCATION CATEGORY TO MANAGEMENT & GENERAL  
ALLOCATION CATEGORY.

BUDGET DOCUMENTS MAY NOW BE SUBMITTED ON A CD **OR** THUMB DRIVE

THE FOLLOWING FORMS MUST BE SUBMITTED TO THE LICENSING AGENCY NO LATER  
THAN **JANUARY 16, 2017**, EVEN IF STAFFING PATTERNS AND LEVELS HAVE NOT  
CHANGED: LEVELS OF INTENSITY (LOI) SCORE SHEET; LOI CHECKLIST; PERSONNEL COST  
DETAIL FORMS (BUDGET FORMS E 2 THROUGH E 6); NARRATIVE JUSTIFYING CHANGES,  
IF NECESSARY; BOARD RATE COMPUTATION FORM AND DIFFICULTY OF CARE  
COMPUTATION FORM (TREATMENT FOSTER CARE/TFC MEDICALLY FRAGILE PROGRAMS  
ONLY); AND STAFFING PATTERN GRID.

**WHAT'S THE SAME:**

**FILING INSTRUCTIONS:**

All budget forms (no binders or fastened folders, please) and CD or thumb drive are to be filed with:

The Maryland State Department of Education  
Division of Special Education/Early Intervention Services  
Interagency Collaboration Branch/Interagency Rates  
200 West Baltimore Street  
Baltimore, MD 21201  
Attn: Sheila Philip

All materials must be postmarked no later than Wednesday, February 15, 2017

Budget packet(s) cannot be hand delivered to the Maryland State Department of Education building. If a receipt is required, it is recommended that the budget package(s) be mailed return receipt requested. The Interagency Rates Committee (IRC) will use the postmarked date to determine if a budget has been filed by the due date.

Please note the following:

- Programs that file a complete budget by Wednesday, February 15, 2017, will receive a FY 2018 rate prior to July 1, 2017.
- Existing programs that file a renewal rate application after February 15, 2017, but before May 1, 2017, will be held to the FY 2017 approved rate.
- Renewal rate applications filed on or after May 1, 2017, will not be issued a rate for FY 2018 prior to the expiration of the FY 2017 rate on June 30, 2017.

The IRC will review all budget applications for completeness, accuracy and consistency. The IRC may request additional information on any aspect of the budget application. The program response will be due at the Maryland State Department of Education, Rates Section Office no later than 14 calendar days from the date the request for additional information is mailed. Programs with incomplete budget applications will be held to the FY 2017 rate.

Below are budget submission requirements for all providers:

1. All providers of service must download the Budget Forms and Instructions from the website <http://archives.marylandpublicschools.org/MSDE/divisions/earlyinterv/IRC.html>
2. All providers submitting the FY 2018 Budget Packet must complete the Budget Identification Form and Checklist. These forms are to be submitted with the completed budget packet. Both forms must be signed and dated by the person authorized by the Corporation to sign on its behalf.
3. All providers must submit **2** signed hard copies of the FY 2018 Budget (original and 1 copy), and an electronic copy of the Budget in Excel 07 format on a compact disk (CD) or thumb drive in PC readable format. The Parent Organization and Program Name must be printed on the media or a case holding the media. Do not place a label on the CD.
4. A program must have a current rate prior to Contract Award with Maryland State Agencies and Local Management Boards.
5. “Capacity” – Budget Form A – Section II: Census Information
  - *Residential Programs* must enter the actual number of beds for which the program is licensed and attach one copy of the License issued to each facility/location.

Residential program rates will be set on no less than 90% of licensed capacity and Shelter program rates will be set on no less than 85% of licensed capacity.

- *Child Placement Agency Programs* must enter the most current Contract capacity and attach a copy of the Contract rate appendices that show the current rate and capacity. Child Placement Agency program rates will be set based on no less than 90% of the most current contract capacity.
- The “Capacity” entered on Budget Form A, Section II: Census Information will be the “Capacity” that appears on the Rate Letter.

6. Specific Assistance to Individuals – Personal Allowance

A weekly personal allowance should be made available for all children to meet individual needs as outlined in DHR Policy Directive SSA 11-19 issued April 15, 2011. Provider budgets are expected to contain the appropriate amount per child.

The amounts listed below are minimum guidelines:

Ages	Weekly allowance
5-7	\$2
8-11	\$5
12-13	\$10
14-16	\$15
17 and above	\$20

7. Levels of Intensity (LOI) and staffing levels must be approved by the program’s state licensing agency. All documents requiring approval must be received by the appropriate agency no later than January 16, 2017. The approval shall be in the form of the representative’s dated signature on the page(s) of the budget. The following state licensing agencies and administrations will provide approval:

- A. Maryland Department of Human Resources (DHR)
  - Office of Licensing and Monitoring
- B. Maryland Department of Juvenile Services
  - Office of Quality Assurance
- C. Maryland Department of Health and Mental Hygiene
  - Behavioral Health Administration
  - Office of Health Care Quality
  - Developmental Disabilities Administration

## 8. Teen Mother Programs

- All infant-related expenses, including day care, must be included in Budget Form D - “Other” (line item 28) only. Each expense must include a detailed description, actual cost and the explanation of how the expense was derived. No infant-related expenses may be included in Budget Form D, line items 1-27.
- Treatment Foster Care Teen Mother Programs may not include Board Rate or Difficulty of Care expenses related to the infant/baby.